

Court Carroll County Sheriff's Office		Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401-1686	<u>51469-2265</u> Forward three (3) copies to address at left.
County Carroll	Date 5-17-12		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Warrants - Closed	C 1033	OPS 3-1	Jan. - Dec. 2007		4-4-11	Cintas Shredding
2	Criminal Summons - Closed	C 1033	OPS 7-2	Jan. - Dec. 2007		4-4-11	Cintas Shredding
3	Juvenile Arrest Records	C 1033	OPS 26	Jan. - Dec. 2007		4-4-11	Cintas Shredding

Destruction Approved by Maryland State Archives

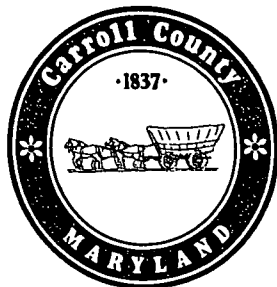
Destruction Certification

Date State Archivist

Signature of Court Official

Title

Date



Office of the Sheriff
Carroll County, Maryland

Kenneth L. Tregoning
Sheriff



Accredited in 2006

To: Major Nicholas Plazio

Date: March 28, 2010

Via: Captain Clarence Lust

From: Sergeant James Fisher

Subject: Purged files

In accordance with the Filing and Retention schedule-Law Enforcement Operations, the following files were purged.

OPS

- 3-1 Warrants-Closed Year 2007
Contains all closed warrants and related documents. The Warrant Unit maintains These files. Retention period is three years, then destroy.
- 7-2 Criminal Summons-Closed Year 2007
The Warrant Unit maintains copies of the summons and relating documents. Retention period is three years from date of service, then destroyed.
- 26 Juvenile Arrest Records, files Year 2007
Contains all reports and related documents (except BI Cards) pertaining to arrest Records, fingerprints, and photographs. The Warrant Unit maintains this file. Retention period is three years, then destroy.

cc: Captain Clarence Lust
File